



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC CONSUMER PROTECTION INSPECTOR (OCCUPATIONAL TRADES)

ANNUAL \$61,530
SALARY: \$77,704

SALARY
GROUP: AR 21

APPLICATION CLOSING
DATE: **MARCH 16, 2016**

EXAM
NO: 160220OCPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Consumer Protection, this class is accountable for independently performing a full range of tasks in conducting inspections to assess compliance with relevant state and federal laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 16, 2016**.

GENERAL EXPERIENCE: Five years of experience in the electrical, plumbing and piping or heating and cooling trades at the level of unlimited journeyman OR as a television and radio service dealer or electronic technician licensee.

SUBSTITUTION ALLOWED: 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. 2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: 1) Incumbents in this class must possess a current license at or above the level of unlimited journeyman in one of the appropriate trade areas OR be a current service dealer OR be a certified electronic technician. 2) Incumbents in this class may be required to travel. 3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be required to lift heavy objects such as cases of food, bags of flour or cartons of manufactured goods, exposed to moderately disagreeable conditions and required to work in tiring positions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of relevant state and federal laws, statutes and regulations; knowledge of inspection and investigation methods and techniques; interpersonal skills; oral and written communication skills; ability to utilize computer software. Knowledge of standard trade practices and system installations within trade area (e.g. electrical, plumbing and piping, heating and cooling, elevator installations and repair, electronic and fire protection systems); ability to analyze an installation for compliance with blueprints and building codes.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Consumer Protection Inspector (Occupational Trades) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Consumer Protection Inspector (Occupational Trades) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in inspection of worksites in electrical, plumbing and piping, heating and cooling, electronic repair service to ensure compliance with licensing laws and regulations. Be specific about the types of non-compliance issues you encounter and the corrective action(s) you recommend. **(2)** Experience in investigating accidents and complaints concerning quality of work and compliance with building codes and standard trade practices. Be specific in describing the types of incidents investigated, how non-compliance with blueprints and or building codes may have impacted the incident and the corrective actions recommended. **(3)** Written and oral communication skills. Detail your experience gathering information and writing inspection reports, interviewing employees, witnesses and customers to determine the cause of the accident or complaint. Detail your experience in providing information on licensing, laws, regulations to individuals or groups, and testifying at court hearings. Be specific as to the type, purpose and topic of reports and presentations. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by MARCH 16, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by MAY 11, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.